

A large, faint background image of the Wisconsin State Capitol dome, showing its classical architecture with columns and a large dome topped with a statue. The image is semi-transparent, allowing text to be overlaid.

Wisconsin Office of Justice Assistance
1 S. Pinckney Street, Suite 615
Madison, WI 53703-3220

Scott Walker
Governor

Homeland Security
HS Exercise Grants 2010 (2)

Grant Announcement

**Applications must be submitted through
Egrants on or before December 14, 2011**



Important Contact Information for this Grant Opportunity:

Program/Policy: Michael Pohlman (608) 261-7530 or
michaelj.pohlman@wisconsin.gov

Budget/Fiscal: Shannon Ladwig (608) 261-7015 or
shannon.ladwig@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: OJAEgrants@wi.gov
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: <http://oja.wi.gov>.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Homeland Security

Grant Title: HS Exercise Grants (2010)

Description: This grant program provides funds to design, develop, conduct and evaluate exercises to test the plans and capabilities of Wisconsin's emergency response community.

Opportunity Category: Competitive

Important Dates: This is funding for Exercise Grants. Important dates for this round are:

Application Due Date: December 14, 2011

Project Start Date: January 4, 2012

Project End Date: April 30, 2013

Anticipated Funding Amount: Approximately \$230,000 will be available for exercises conducted through April 30, 2013. This funding is being awarded as part of the FY 2010 plan approved by the OJA HS Funding Advisory Committee.

Match/Cost Sharing Requirement: None

Eligibility: Applications must be submitted by county or tribal emergency management offices. Applicants interested in applying for an exercise grant must first contact Wisconsin Emergency Management (WEM) to be assigned an exercise officer who will help determine the appropriate scope and expenses for the requested exercise.

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Grant recipients must follow Homeland Security Exercise and Evaluation Program (HSEEP) requirements. Guidelines are published by Wisconsin Emergency Management on the WEM website: <http://emergencymanagement.wi.gov/>.

Allowable exercise costs include expenses related to event supplies, rental of equipment and/or facilities, travel, backfill and overtime for participants and event planners. Detailed information on eligible expenses is provided in the full announcement.

Certain expenses are not allowed:

- Costs related to hiring personnel or payment of personnel (except overtime and backfill).
- Maintenance or costs related to wear and tear of general use vehicles (e.g., construction vehicles) or emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle-related costs that are reimbursable are fuel/gasoline.

- Equipment that is purchased for permanent installation and/or use beyond the scope of exercise conducted (e.g. electronic messaging signs).
- Equipment purchases or planning/personnel costs previously planned in the agency's budget (this is supplanting and violates federal law).
- Activities conducted outside the grant performance period are not eligible. (January 4, 2012) through April 30, 2013)

Homeland Security: HS Exercise Grants (2010)

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

Exercises are a key element of Wisconsin's Homeland Security strategy to improve emergency responder capabilities. Exercises assist agencies in achieving objective assessments of their response capabilities and help identify areas needing improvement prior to a real incident. Exercises also inform local and statewide planning activities by highlighting needs for future resource allocation. Homeland Security exercise grants are intended to support a statewide exercise program through direct support to tribes, counties and state agencies.

Due to limited funds, applicants must make use of Wisconsin Emergency Management (WEM) exercise officers and/or local agency expertise when developing and conducting exercises. **Contact must be made with Cregg Reuter at WEM to ascertain the availability/assignment of WEM's exercise officers (cregg.reuter@wisconsin.gov 608-242-3300).** When WEM exercise officers are not available to assist with the development and execution of the exercise event as determined by Mr. Reuter, grant funds may be used to hire contractors/consultants to manage exercise development, execution, evaluation and completion of after-action reports. Please note that documentation of the contact to WEM must be included in the Budget Narrative section. Every effort should be made to maximize grant dollars and limit contractor expenses through the coordination of participating agency resources.

If using contractors or consultants, these individuals must be HSEEP-trained; experienced in planning, design and evaluation of large-scale complex exercises (at least 15 prior exercises); and have satisfactory performance evaluations from prior exercises. A component of after-action reporting includes performance evaluations of contractors and WEM exercise officers. The Exercise Evaluation Survey is posted on the OJA website.

In general, the following activities are expected/allowable of WEM Exercise Officers, County/Tribal Emergency Managers and Contractors (if approved for funding).

WEM Exercise Officer

- Assist in the development of the exercise including the needs assessment, scope of purpose, exercise schedule, target capabilities/objectives and scenario narrative in accordance with the Homeland Security Exercise Evaluation Program (HSEEP) requirements.
- Assist County/Tribal Emergency Managers in the development of the exercise support budget and submission of the Egrants application.
- Assist in exercise support, execution and evaluation in accordance with HSEEP requirements.
- Partner with the county emergency manager in the writing of the after-action report in accordance with the HSEEP requirements.

County/Tribal Emergency Manager

- Identify exercise funding requirements, develop supporting budget and submit application through Egrants.
- Assist in the development of the exercise including the needs assessment, scope of purpose, exercise schedule, target capabilities/objectives, and scenario narrative in accordance with the Homeland Security Exercise Evaluation Program (HSEEP) requirements.
- Assist in exercise support, execution and evaluation in accordance with HSEEP requirements.
- Partner with the WEM Exercise Officer in the writing of the after-action report in accordance with the HSEEP requirements.
- Submit the exercise AAR and all required close-out documentation.

Contractors (if approved)

- Assist in the development of the exercise to include needs assessment, scope of purpose, exercise schedule, target capabilities/objectives, and scenario narrative in accordance with the Homeland Security Exercise Evaluation Program (HSEEP) requirements.
- Assist County/Tribal Emergency Managers in the development of the exercise support budget and submission of the Egrant application.
- Assist in exercise support, conduct, and evaluation in accordance with HSEEP requirements.
- Partner with the county emergency manager in the writing of the AAR in accordance with the HSEEP requirements (if not in accordance, payments will be withheld).

Award Information

Project funding will be provided from the 2010 Homeland Security grant. The approximate total amount available for this grant is \$230,000. Funds will be reimbursed when spending is appropriately documented and submitted to OJA. There is no match of any kind required.

Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 30 days.

Please note: No expenditures can be incurred until you have received your grant award documents.

Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the OJA Egrants and Commerce Egrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at OJAEGrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Pohlman at (608) 261-7530 or at michaelj.pohlman@wi.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]”

Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Enter the number of tabletop, functional, and full-scale exercises that will be conducted during the performance period of this grant.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Reimbursement for personnel falls under the following guidelines.

- Overtime payments are allowed only to the extent that payments for such services are in accordance with the policies of the state or unit(s) of local government and have been approved by the state or grant awarding agency, whichever is applicable. In no case is dual compensation allowed.
- Reimbursement of overtime expenses is limited to the additional costs which result from personnel working over and above 40 hours per week and are a direct result of their participation in the OJA-funded exercise. Overtime associated with any other activity is not eligible.
- Overtime as backfill expenses are limited to overtime costs which result from personnel who are working overtime in order to perform the duties of personnel who are participating in the OJA-funded exercise.
- Backfill-related overtime only includes the difference between the overtime rate paid and what would have otherwise been paid to the backfilling employee for regular time.
- Exercise design team members who qualify under this grant and are eligible for overtime will be reimbursed at 100% their applicable rate under the conditions of this grant.
- If a participant is a paid on call the wage used will be the department's paid on call rate and reimbursed at 50% of their rate of pay.
- If a participant is a volunteer fire fighter and/or medic or police officer, the rate used will be that of the closest full time department. All emergency response personnel participating in the exercise who are identified in the scope as necessary will be reimbursed at 50% of their overtime.
- In order to receive reimbursement for overtime and/or backfill, eligible agencies must fill out the overtime/backfill form and submit the required documentation to support their request as part of the grant close-out process.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. The current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.485/mile
- Lodging: \$70/night (\$80 Milwaukee, Waukesha and Racine Counties)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$9/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$17/dinner (returning after 7 p.m.)

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Consultants/Contractual".)

Supplies and Operating Expenses: Identify supplies used and consumed during the exercise. This includes consumables such as paper, stationery, postage, event signage, badges and software. Also includes operating expenses such as facility and equipment rental and gasoline. Show computations for all items. For example, Rent: \$150/month x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Please note: Consultant/Contractor fees may not exceed \$400 per 8 hour day.

5. Budget Narrative

Please provide a justification of the budgeted costs, including how the costs support the delivery of the proposed exercise(s), and why they are needed. If contractor costs are budgeted, please provide a detailed breakdown of the activities of the contractor and the division of the workload among county emergency management, WEM exercise staff, and the contractor. Provide the name of the WEM exercise officer who has provided consultation on this exercise application.

6. Project Narrative

Provide a detailed description of the proposed exercise(s) and scope of the event. Include:

- The type of hazard/event that will be exercised and the target capabilities being tested. PLEASE NOTE: FEMA may be moving away from target capabilities to Core Capabilities. For informational purposes only a cross-over document is included at the end of this grant announcement. For the purpose of this grant however target capabilities will be used.
- A rationale for why the specific type of exercise(s) described is/are being proposed.
- The extent to which the event will include local and state resources and mutual aid communication systems.

7. Evidence of Need

Grant proposals for a Functional and Full-Scale Exercise must include a copy of the AAR Improvement Plan from the prior exercise. (For example, if you are planning to conduct a Functional Exercise, OJA must receive the AAR Improvement Plan from the Tabletop you conducted in preparation of the Functional Exercise and in the case of a Full-Scale Exercise, OJA must receive the AAR Improvement Plan from the Functional Exercise you conducted in preparation of the Full-Scale). This improvement plan will be reviewed to ensure that all critical corrective actions have been completed, prior to your receiving funding for your next progression of exercise experience.

OJA/WEM will also review the proposed Target Capabilities selected to determine if progressive exercises are testing shortfalls identified in prior exercises to ensure that corrective actions taken have effectively resolved those specific shortfalls. Applicants should highlight in their narrative how the proposed exercise will assess the completed shortfall corrective actions from the prior exercise.

Application Review and Award Criteria

Competitive grant applications will be reviewed by a multidisciplinary review committee from the Office of Justice Assistance and Wisconsin Emergency Management. Each application will be assessed on the quality and clarity of the project narrative, the extent to which the exercise will test local and regional capabilities and the cost effectiveness of the proposed budget.

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. OJA staff will review applications to insure consistency with statewide strategies and make funding recommendations to the OJA Executive Director. All final grant award decisions will be made by the OJA Executive Director.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. **In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:**

1. **After-Action Report and Improvement Matrix:** The exercise after-action report is due to OJA within 60 days of completion of the exercise and must include an improvement action plan matrix.
2. **Exercise Officer Evaluation Survey:** Complete, submit and upload in Egrants the survey with grant close-out documentation.
3. **Consultant/Contractor Documentation:** A copy of all contracts related to consultants or contractors that are used for any activities funded through this grant must be submitted with grant close-out documentation prior to reimbursement. This must be uploaded in egrants.
4. **HSEEP for Exercises:** All exercises must follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP).
5. **Overtime and Backfill Reimbursement:** Reimbursement of costs for overtime and backfill is contingent upon submission of the overtime/backfill form with supporting documentation and the G-2 form. The completed overtime and backfill form must include substantial justification for the overtime/backfill and travel needed as well as all supporting documentation for actual overtime/backfill incurred through attending training. Documentation must include copies of schedules, timesheets, overtime pay requests, and compensated rate of pay. The compensated rate of pay is base wage as defined by the contract, ordinance, or payroll. Requests that do not provide adequate justification or

evidence of actual expenses will not be accepted. A G-2 form must also be submitted for reimbursement. Access the appropriate forms at the [OJA website](#) (Under Document Library, search for [Homeland Security forms](#)).

6. For all exercises funded through this grant, communications must be an identified target capability. To test the specific EEGs (Exercise Evaluation Guides) pertaining to interoperability and Full Scale Exercise, a completed ICS Form 205 (Incident Radio Communications Plan) needs to be included in the Exercise After Action Report (AAR) in the annex section.
7. Grant modifications must be approved by OJA, in order to be considered, the applicant must be current with OJA fiscal and program reports for this grant. Grant extensions or purchase modifications will not be granted unless applicant provides a compelling reason.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: OJAEgrants@wi.gov

Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607

Core Capabilities –Target Capabilities

PPD-8 introduced the concept of “Core Capabilities”, which are designed to provide an integrated approach to preparedness by linking several of the traditional “Target Capabilities” together. The Core Capabilities system is yet to be completely defined and it is currently unclear if/how the HSEEP Target Capabilities will be completely replaced by Core Capabilities.

In the interim, OJA will continue to use Target Capabilities for Exercise Grant requirements, but wants to advise its clients of possible changes in the future HSEEP strategy and to educate clients on the new Core Capabilities being used in some Federal reporting documents and how they crosswalk/translate/relate to the current 37 Target Capabilities.

<u>Core Capability</u>	<u>Target Capability Crosswalk</u>
Access Control & Identity Verification	None
Community Resilience	Community Preparedness & Participation
Critical Transportation	Citizen Evacuation & Shelter-in-Place
Cybersecurity	None
Economic Recovery	Economic & Community Recovery
Environmental Response/Health/Safety	Environmental Health Responder Safety and Health
Fatality Management Services	Fatality Management
Forensics and Attribution	None
Health & Social Services	None
Housing	None
Infrastructure Systems	Restoration of Lifelines Structural Damage Assessment
Intelligence & Information Sharing	Information Gathering Intelligence Analysis & Production Intelligence/Info Sharing & Dissemination
Interdiction & Disruption	Counter-Terror Investigation & LE
Long-Term Vulnerability Reduction	None
Mass Care Services	Mass Care
Mass Search & Rescue Operations	Search & Rescue (Land Based)

Natural & Cultural Resources	None
On-Scene Security & Protection	Emergency Public Safety & Security EOD Response Operations
Operational Communications	Communications
Operational Coordination	EOC Management On-Site Incident Management
Physical Protective Measures	Critical Infrastructure Protection
Planning	Planning
Public & Private Services & Resources	Fire Incident Response Support WMD/Hazmat Response & Decon Volunteer Management & Donations Critical Resource Logistics & Distribution
Public Health & Medical Services	Mass Prophylaxis Triage & Pre-Hospital Treatment Medical Surge Medical Supplies Mgt & Distribution Epidemiological Surveillance & Investigation Isolation & Quarantine Laboratory Testing
Public Information & Warning	Public Information & Warning
Risk & Disaster Resilience Assessment	None
Risk Management for Protection Programs & Activities	Risk Management
Screening, Search, & Detection	CBRNE Detection
Situational Assessment	None
Supply Chain Integrity & Security	Food & Agriculture and Defense Animal Disease Emergency Support
Threat & Hazard Identification	None